



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RECYCLING SPECIALIST I

Open Examination

| | |
|--|---|
| FINAL FILING DATE | MAY 2, 2005, applications (Form 678) must be POSTMARKED no later than the final filing date. Please note that only applications with a revision date of 12/2001 will be accepted. All other applications will be returned. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. |
| HOW TO APPLY | <div>Applications are available and may be filed in person or by mail with:</div> <div>Department of Conservation Human Resources Office (KD) 801 K Street, MS 22-13 Sacramento, CA 95814</div> <div>DO NOT submit applications to the State Personnel Board.</div> |
| SPECIAL TESTING ARRANGEMENTS | If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination”. You will be contacted to make specific arrangements. |
| EXAMINATION DATES | <div>Qualification Appraisal: It is anticipated that interviews will be held in June/July 2005.</div> <div>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</div> |
| EXAMINATION INFORMATION | <div>The examination will consist of a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</div> <div>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</div> <div>QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%</div> |
| EXPERIENCE AND EDUCATION OPTION | If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their applications. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation. |
| LOCATION | Positions currently exist with the Department of Conservation in Sacramento, Los Angeles and San Diego. |
| SALARY RANGE | \$3067-4417 |
| ELIGIBLE LIST INFORMATION | An open eligible list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <div>NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.</div> <div>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either “I”, or “II”, or “III”, etc. For example candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</div> |
| EDUCATION | <div>Either I</div> <div>Education: Equivalent to graduation from a recognized college with any major but preferably with specialization in physical or natural sciences; environmental studies including ecology; resource management or conservation; economics; or a related field. (Additional qualifying experience in recycling and/or waste management, regulations, analysis, research; or resource recovery may be substituted for the required education on a year-for-year basis.) (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</div> <div>Or II</div> <div>Experience: Six months of experience in California state service performing recycling and/or waste management duties in a class with a level of responsibility equivalent to that of a Management Services Technician, Range B. <u>and</u></div> <div>Education: 12 semester units of college in the areas specified.</div> |

| | |
|-----------------------------|---|
| THE POSITION | The Recycling Specialist I is the entry, training and first working level of the series. Under close supervision, as a trainee, incumbents learn the less responsible, professional work associated with the beverage container-recycling program. Work products are closely reviewed by the supervisor. At the first working level, under general supervision, incumbents assist in responsible, professional work of average difficulty where policies and procedures are already established. Positions may be permanently allocated at this level when the major functions do not include the complete range of the more responsible, varied and difficult assignments. Examples include assisting in the development and establishment of less complex procedures and guidelines of the beverage container financial incentives, recycling centers, financial audits, marketing and research, redemption rates, recycling rates, handling costs, annual reports, environmental field surveys, recycling technologies, regulatory proceedings, certification regulations and recycling center site inspections. |
| SCOPE | In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s: |
| KNOWLEDGE OF | <ol style="list-style-type: none">1. Basic principles of technical research, knowledge of biological, physical and environmental science, physical characteristics of recycling beverage container materials, current practices of recycling and waste management technologies. |
| ABILITY TO | <ol style="list-style-type: none">1. Collect recycling data, analyze and evaluate data and reach sound conclusion.2. Analyze situations and take appropriate actions.3. Establish and maintain cooperative relations with local governments and all persons contacted in the work.4. Prepare clear, complete and technically accurate reports.5. Speak and write effectively. |
| CAREER CREDITS | Will not be granted for this examination. |
| VETERANS PREFERENCE CREDITS | Will not be granted for this examination. |
| TRAVEL ACCOMMODATIONS | Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation (i.e., transportation, lodging, parking, etc.). |

GENERAL INFORMATION: It is the candidate’s responsibility to contact the Department of Conservation in Sacramento at (916) 322-7685 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, www.spb.ca.gov, local office of the Employment Development Department and the Department noted on the front. Only applications with a revision date of 12/2001 will be accepted in the examination. All other applications will be returned.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of dates, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include considerations of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application, which is available from the State Personnel Board Offices or written test proctors.